

State of Minnesota Judicial Branch
Master Service Agreements
Statement of Work (SOW)

Project Title: Self-Represented Litigant (SLR)
Electronic Tools
Service Category: Project Management

Master Service Agreements Statement of Work

Defined. The State of Minnesota, State Court Administrator's Office ("State") is using a competitive selection process (referred to herein as the "Statement of Work") through its Master Service Agreements program to select a vendor responsible for providing project management services for an Informational Technology Division (ITD) project. This is not a bid, but a Statement of Work that could become the basis for negotiations leading to a Work Order Contract under the vendor's Master Service Contract to provide the services described herein.

Only vendors that have been selected as a Master Service Agreements vendor with the State following submission of a proposal to the Master Service Agreements for IT Technical/Infrastructure Services & IT Application/Development and Support Services Request for Proposal, and have an approved Master Service Contract with the State for the service category requested herein, may submit a response to this Statement of Work and be considered for a Work Order Contract to provide the services described herein.

Right to Cancel. The State is not obligated to respond to any proposal submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal or response to this Statement of Work. The State reserves the right to cancel or withdraw this Statement of Work at any time if it is considered to be in its best interest. In the event the Statement of Work is cancelled or withdrawn for any reason, the State shall not have any liability to any proposer for the costs or expenses incurred in conjunction with this Statement of Work or otherwise. The State also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.

Business Need

The Information Technology Division (ITD) of the State Court Administrator's Office (State), located at the Minnesota Judicial Branch (MJB), is seeking one (1) senior level project manager to manage a project. The Self-Represented Litigant (SRL) Electronic Tool project will evaluate the tools currently used in Minnesota and across the country which assist Self-Represented Litigants complete and file court forms online. The project team will assess these tools' compatibility with existing Minnesota Judicial Branch technologies and will implement any approved application(s). It is anticipated that this project will be accomplished in phases. The first phase of this project will

- 1) Establish the overall project phases and scope within each phase
- 2) Evaluate the existing tools

- 3) Evaluate the areas of the court with the greatest need for electronic tools
- 4) Provide recommendations on the tools and the approach to implementation.

Project Deliverables

The following project deliverables will be expected from the project manager for the project identified above. The list below indicates all deliverables expected to be delivered for projects that are completed within the contracted timeframe. The State's Project Management Office (PMO) manager will work with the contracted project manager to determine the specific and necessary deliverables for each project based on how each of the projects is progressing during the contracted timeframe.

- Project Request Form;
- Project Definition Document;
- Project Charter Document;
- Project SharePoint Site;
- Project Governance Documentation;
- Project Work Breakdown Structure Document(s);
- Project Issue Tracking / Reporting Documentation;
- Project Risk Analysis Documentation;
- Project Stakeholder Analysis and Register;
- Project Communication Plan;
- Project Change Request Process and Forms;
- Project Work Plan / Schedule;
- Project Status Reports;
- Project Testing Plan and Testing Scenarios / Scripts (as needed);
- Project Training Plans and Schedules (as needed); and
- Project Closeout Report.

In addition to the above deliverables, the selected project manager will lead project team meetings and maintain all necessary communications between team members, the State's PMO manager and other State leadership, as necessary.

Project Milestones and Schedule

The following project phases/milestones and scheduled completion dates will be based upon the scope for each individual project, will vary for each project, and will be negotiated with the State PMO manager. The project phase/milestones for the project are initially projected to be as follows:

- Project Definition and Initiation Phase: completed to be 2-4 weeks after start date.
- Project Plans: completed 6-8 weeks after start date.
- Project Execution/Implementation: subject to discussion and negotiation with State's PMO manager.
- Project Closure: upon project completion within contracted timeframe, and as negotiated with State's PMO manager.

Project Location, Working Hours, Contract Timeframe

- The project work locations will be at the Minnesota Judicial Center located at 25 Rev. Dr. Martin Luther King Jr. Blvd, St. Paul, Minnesota, 55155.
- Business hours are Monday through Friday, 8:00 AM to 5:00 PM.
- The project manager is expected to work full-time hours.
- The contract timeframe has an anticipated start date of February 1, 2016 and would continue through June 30, 2016.

Responsibilities Expected of the Selected Vendor

- The vendor will provide project activity plan(s) and schedule(s) agreeable to the State's PMO manager.
- The vendor will assign a primary contact that will be responsible for all formal communications between the vendor and the State's PMO manager.
- The vendor will act in a professional manner and abide by all rules set forth by the Minnesota Judicial Branch.
- The vendor will report to the State's PMO manager and will be expected to communicate on a regular basis (as determined by the State's PMO manager) with all project stakeholders.
- The selected project manager will follow the State's PMO project management disciplines, including use of State's project management templates, methods and forms.

Required Qualifications and Skills

Master Service Contract Resource Category: Project Management

Required Minimum Qualifications:

- Possession of a Bachelor's degree in computer sciences, management information systems or related field or equivalent work experience.
- PMP Certification required.
- Minimum of five (5) years significant experience in managing multiple projects.
- *Expert* experience using MS Project or other Project Management applications in creating and managing complex project schedules and project(s) status reporting.
- Ability to adapt to changes in course while maintaining productivity.

Required Skills:

- Exceptional project management skills and project management experience.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with MJB leadership and all project(s) stakeholders.
- Excellent oral and written communication skills.
- Excellent problem solving abilities.
- Must be highly organized.
- Ability to plan, organize and keep up with multiple projects and multiple project deadlines with minimal supervision.
- Previous work with the MN Judicial Branch would be a plus.

Proposal Requirements

- Hourly rate and a total "not to exceed" dollar amount for the proposal.
- Resume of assigned individual including skill sets and experience.
- References: Provide three (3) clients you have assisted with same or similar projects

- Conflict of interest statement as it relates to this project.

Statement of Work Evaluation Process

- Skills / Experience (40%)
- Hourly Rate (20%)
- Interview (40%)

Statement of Work Process and Selection Schedule

- Posting Date on State MJB Website (<http://www.mncourts.gov> – Public Notices): December 14, 2015
- Deadline for Questions: December 18, 2015
- Posted Response to Questions: by close of business on December 21, 2015.
- Proposal Submission Deadline: by 12 o'clock noon on December 29, 2015
- Proposal Evaluation Begins: January 4, 2016
- Candidate Interviews: January 20 & 21, 2016
- Subsequent selection as soon as possible thereafter

Amendments

Any amendments to this Statement of Work will be posted on the Minnesota Judicial Branch's public website.

Questions

All questions about this Statement of Work must be submitted in writing via e-mail to the State's sole point of contact identified in this paragraph no later than the end of the business day (4:30 PM, CST) on December 18, 2015. Other State personnel are not allowed to discuss the Statement of Work with anyone, including responders, before the proposal submission deadline. The State's sole point of contact for questions is:

Ann Peterson
State Court Administrator's Office
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155
Email: Ann.Peterson@courts.state.mn.us

Timely submitted questions and answers will be posted on the MJB website by the end of the business day (4:30 PM, CST) on December 21, 2015, and will be accessible to the public and other proposers.

Proposal Submission Instructions

Proposals must be submitted in writing or via e-mail in PDF form no later than 12 noon CST on December 29, 2015 to:

Ann Peterson
State Court Administrator's Office
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155
Email: Ann.Peterson@courts.state.mn.us

No facsimile submissions will be accepted.

Signatures. The proposal must be signed by in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.

Ink. Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.

Deadline; Opening; Public Access. Proposals must be received no later than 12 noon CST on December 29, 2015. Proposals will be opened the following business day. Proposals, once opened, become accessible to the public, with the exception of trade secret information submitted in accordance with Rule 5, subd. 8(b) of the Minnesota Rules of Public Access to Records of the Judicial Branch. Except for trade secret information submitted in accordance with Rule 5, subd. 8(b) of the Minnesota Rules of Public Access to Records of the Judicial Branch, do not place any information in your proposal that you do not want revealed to the public. Please also note that if a vendor's proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term of the contract and scope of work. All documents accompanying or attached to the proposal, including the proposal, will become the property of the State.

Late Proposals. Late proposals will not be accepted or considered.

Selection Timeline. Vendor selection will be as soon as possible after the proposal submission deadline.